

## **BRAUNTON PARISH COUNCIL**



### **Minutes of the Annual Braunton Parish Council meeting held on Tuesday 10 May 2022 at 7pm in the Parish Hall, Chaloners Road, Braunton.**

#### **Present**

Cllrs: E Spear in the Chair, D Spear, J Chesters (part), B Bunyard, G Bell, V Cann, M Shapland, R Shapland, A Bradford and E Wood.

Officers: T Lovell, Parish Clerk & RFO  
A Corner, Senior Council Officer

4 members of the public.

- 001/2022/23     **Election of Chair**     There was one nomination, Cllr E Spear.  
  
RESOLVED: That Cllr E Spear be elected Chair of the Council for the Municipal Year 2022/23. (NC)
- 002/2022/23     **Declaration of Acceptance of Office - Chair**     Cllr E Spear read and signed her Declaration of Acceptance of Office, witnessed by the Clerk and it was  
  
RESOLVED: That the Chair's Declaration of Acceptance of Office be received by members. (NC)
- 003/2022/23     **Election of Vice Chair**     There was one nomination, Cllr D Relph.  
  
RESOLVED That Cllr D Relph be elected Vice Chair of the Council. (NC)
- 004/2022/23     **Election of Chair of Finance & Administration**     There was one nomination, Cllr M Shapland.  
  
RESOLVED: That Cllr M Shapland be elected Chair of the Finance and Administration Committee. (NC)

005/2022/23	<b><u>Election of Finance and Administration Committee</u></b>	<p>There were four nominations, Cllrs D Spear, G Bell, J Chesters and B Bunyard.</p> <p>RESOLVED: That Cllrs E Spear (Chair Ex Officio), D Relph (Vice Chair Ex Officio), M Shapland (Chair of Finance and Administration Ex Officio), D Spear, G Bell, J Chesters and B Bunyard be elected members of the Finance and Administration Committee.</p>
006/2022/23	<b><u>Election of Parks &amp; Gardens Committee</u></b>	<p>There were four nominations, Cllrs R Shapland, D Spear, E Wood and G Bell.</p> <p>RESOLVED: That Cllrs E Spear (Chair Ex Officio), D Relph (Vice Chair Ex Officio), M Shapland (Chair of Finance and Administration Ex Officio), R Shapland, D Spear, E Wood and G Bell be elected members of the Parks and Gardens Committee.</p>
007/2022/23	<b><u>Election of Property Committee</u></b>	<p>There were three nominations, Cllrs R Shapland, A Bryant, and E Wood.</p> <p>RESOLVED: That Cllrs E Spear (Chair Ex Officio), D Relph (Vice Chair Ex Officio), M Shapland (Chair of Finance and Administration Ex Officio), R Shapland, A Bryant and E Wood be elected members of the Property Committee.</p>
		(NC)
008/2022/23	<b><u>Election of Lead Member for Planning</u></b>	<p>There was one nomination, Cllr M Shapland.</p> <p>RESOLVED: Cllr M Shapland be elected Lead Member for Planning.</p>
		(NC)
009/2022/23	<b><u>Election of Deputy Lead Member for Planning</u></b>	<p>There was one nomination Cllr G Bell</p> <p>RESOLVED: That Cllr G Bell be elected Deputy Lead Member for Planning.</p>
		(NC)
010/2022/23	<b><u>Apologies</u></b>	<p>Apologies received from Cllrs D Relph, A Bryant and P Lord.</p>
011/2022/23	<b><u>Declarations of Interest</u></b>	<p>Cllr D Spear declared a non Pecuniary interest in Minute Ref: 013/2022/23 and 014/2022/23, as he is a member of the North Devon Council Licencing Committee.</p> <p>Cllr E Spear declared a non Pecuniary interest in Minute Ref: 013/2022/23 and 014/2022/23, as she is a member of the North Devon Council Licencing Committee.</p> <p>Cllr J Chesters declared a non Pecuniary interest in Minute Ref: 013/2022/23 and 014/2022/23, as she is a member of the North Devon Council Licencing Committee.</p>

012/2022/23	<b><u>Items not on the agenda, which in the opinion of the Chairman should be brought to the attention of the Council</u></b>	There were none.
013/2022/23	<b><u>Public Participation</u></b>	<p>The Chair of the Braunton and Rural Mens Shed updated members regarding their proposal to install a refurbished railway carriage in the Caen Street Overflow Car Park. There is great public support and enthusiasm for this proposal. Representatives from the Mens Shed recently met with Steve Emery, North Devon Council Planning Officer. Mr Emery advised that it would be classed as full development and require planning permission. As it is within Flood Zone 3, they would be required to carry out a sequential test and flood mitigation report. The sequential test is to prove that the development cannot be carried out elsewhere. The Planning Partnership based in Barnstaple have advised that it may not need full planning as it could be classed as a temporary structure for up to 2 years. The Mens Shed will continue to engage with the planning officers at North Devon Council. If the issues regarding planning can be overcome this project will be a great heritage asset for the village. The Mens Shed have secured some funding from the Recovery Devon Fund and have submitted a further application to Lottery Funding.</p> <p>The Applicant for a variation licence at Hang Loose Bar and Kitchen addressed the Council. There have been three objections received but through mediation with the objectors an agreement has been reached, and their objections have been withdrawn. The Applicant explained that their pavement licence ends at 9pm so there would be no alcohol served outside after this time. The police and North Devon Council have no objections to the proposed variation licence.</p> <p>The Chair proposed and it was unanimously agreed to move agenda item 28 – Application for Variation of a Premises Licence forward to allow the Applicant to be present whilst it is considered.</p>
014/2022/23	<b><u>Application for Variation of Premises Licence – Hang Loose Bar and Kitchen</u></b>	<p>The Council as consultees, considered the application for a variation of premises Licence received from Hang Loose Bar &amp; Kitchen, 30 Caen Street, Braunton, Devon, EX33 1AA.</p> <ol style="list-style-type: none"> <li>1. To amend the permitted hours for the supply of alcohol on and off the premises to: Sunday to Thursday from 09:00 hours to 00:00, Friday &amp; Saturday from 09:00 to 01:00 hours and Halloween from 09:00 hours to 02:00</li> </ol>

(NC)

- hours.
2. To enable late night refreshment from Sunday to Thursday from 23:00 hours to 00:00 hours, Friday & Saturday from 23:00 hours to 01:00 hours and Halloween and New Year's Eve from 23:00 hours to 02:00 hours.
  3. To remove Annexe 2 Conditions 1-12.
  4. To include the outside areas as detailed on the plan submitted with the application.

RESOLVED: That the Council has no objections to the application but would request that there is consistency with other venues in the local vicinity regarding hours when alcohol can be served.

(9.1abs)

015/2022/23	<b><u>Request for Dispensation</u></b>	There were none.
016/2022/23	<b><u>Minutes</u></b>	RESOLVED: That the Minutes of the Council meeting held on 12 April 2022 be approved and signed as a correct record.  (NC)
017/2022/23	<b><u>Action Sheet</u></b>	RESOLVED: That a. the Action Sheet be noted, attached. b. the Clerk to circulate to members the Air Quality Technical Working Group minutes.  (NC)
018/2022/23	<b><u>Police Representation</u></b>	RESOLVED: That the Council noted the latest Police Newsletter, which was circulated prior to the meeting.  The Council was disappointed that the police were unable to send a representative to the Annual Parish Meeting in April. Members requested that the Clerk to invite the local policing team and a representative from the Police and Crime Commissioner's Office to attend the June Council meeting.  (NC)
019/2022/23	<b><u>Report from Devon County Councillor</u></b>	The Devon County Cllr had sent her apologies, members considered her report tabled at the meeting.  North Devon Link Services – the County Cllr has joined the Community Mental Health Framework Service and Community Alliance. This voluntary community group is led by Ella from One Northern Devon and they are working to look at extending the link services in Barnstaple by using the voluntary sector. The building opened a couple of weeks ago and the Barnstaple service is now based in Rosebank which has better access for people with mobility issues. The response has been positive and the Covid situation will be reviewed after eight weeks with a view to reintroducing drop-in sessions.

Members expressed concern regarding the service being dependent on volunteers. The Council also questioned how accessible Rosebank is, as it is not central in the town.

Two Local NHS trusts merge – On 1<sup>st</sup> April 2022, the RD&E and NDHT formally merged to become the Royal Devon University Healthcare Foundation Trust. The new trust has 2 acute and 20 community hospitals and cares for a population of almost 1 million. This sharing of specialist services will benefit the communities of North Devon.

Coronavirus Vaccinations – Vaccinations of 5-11 year olds have begun. Patients eligible for a spring booster have been sent a letter. The highest risk patients are now receiving NHS antiviral treatment at home that apparently improves the symptoms within hours. Paxlovid was found in trials to reduce hospital admissions and deaths by 88%. Free lateral flow tests for most members of the public ended on 1<sup>st</sup> April, except for the over 75's and the over 12's with weakened immune systems. People eligible for Paxlovid will be sent tests to keep at home in case they develop symptoms.

Tarka Trail Update – Liz Holloway will visit on July 12<sup>th</sup> to update the Parish Council, following the HATOC meeting.

020/2022/23

**Report from  
North Devon  
District  
Councillors**

Cllr E Spear reported that Barnstaple Town Centre Management had been successful in securing funding for a mobile camera to help with anti social behaviour. Cllr E Spear had requested if the mobile camera could occasionally be used in Braunton, when it not needed in Barnstaple.

021/2022/23

**Planning**

(a) 75249

Proposal: Removal of garage loft and addition of first floor to form holiday accommodation. Along with creation of dedicated outdoor amenity space.

Address: Birchall, Boode Road, Braunton, Devon, EX33 2NW

Applicant: Mr Williams and Ms May

RESOLVED: That the Clerk be requested to obtain clarity from the LPA Case Officer, as the application form indicates that it is one bedroom open market housing but the application is for holiday accommodation and the floorplan shows two bedrooms.

(NC)

(b) 75218

Proposal: Demolition of existing garage and erection of store.

Address: Knowle Cottage, Church Hill Lane, Knowle,  
Braunton, EX33 2ND  
Agent: Simon Dovell

Moved by Cllr D Spear, seconded by Cllr G Bell to  
recommend approval.

RESOLVED: That the Council recommends approval.  
(9.1abs)

Cllr J Chesters and Cllr G Bell left the meeting.

(c) 75210

Proposal: Application for a lawful development certificate  
for existing residential annexe.

Address: 7 First Field Lane, Braunton, Devon, EX33 1ES  
Applicant: Mr Tony Lowe

RESOLVED: That the Council is unable to comment as the  
structure cannot be seen from the public highway.

022/2022/23

**North Devon**  
**Council**  
**Planning**  
**Decisions**

74965

Description: Single Storey rear extension to dwelling and  
associated works.

Site Address: 4 Chalwells, Knowle, Braunton, Devon,  
EX33 2NE

Applicant: Ms Griffin

Decision: APPROVED

Decision Date: 28/04/22

74330

Description: Reserved matters application for approval of  
the details of the access, appearance, landscaping, layout  
and scale for two affordable dwellings and on open market  
dwelling. (Outline planning permission 58133 outline  
application for two affordable dwellings and one open  
market dwelling (amended plans, description and site  
plan)).

Site Address: Land at Whitestone Lane, Knowle, Braunton,  
Devon, EX33 2ND

Applicant: Mr & Mrs Pine

Decision: APPROVED

Decision Date: 26/04/22

74453

Description: Erection of replacement grain storage  
building.

Site Address: Boode Farm, Halsinger, Braunton, Devon,  
EX33 2NN

Applicant: R.M. & G.B. Fowler

Decision: APPROVED

Decision Date: 26/04/22

74834

Description: Single storey rear extension to provide  
additional accommodation.

Site Address: 10 Mowstead Park, Mowstead Road,  
Braunton, Devon, EX33 1BH  
Applicant: Mr and Mrs P Brown  
Decision: APPROVED  
Decision Date: 26/04/22

- 023/2022/23      **Finance**
- (a) RESOLVED: That the cheques on the schedule were approved and drawn in the total sum of £42,818.47  
(b) RESOLVED: That the Council receives a Supplier Credit from Wickstead Ltd for the sum of £105.  
(c) RESOLVED: That the Council authorises a customer refund for the sum of £87.50.  
(d) RESOLVED: That the PAYE, NI and pension contributions for May 2022 be approved. (NC)
- 024/2022/23      **To ratify decision taken under delegated powers since the 13th April – 10th May 2022**
- RESOLVED: That the decisions taken under delegated powers from the 13th April to 10th May 2022 be ratified and adopted, attached as Appendix A. (NC)
- Cllr G Bell rejoined the meeting.
- 025/2022/23      **Internal Auditor Report and Year End Internal Audit Observations 2021/22**
- Copies of the Internal Auditor's Report and his observations had been circulated prior to the meeting, attached Appendix B.
- RESOLVED:  
a. To note the Internal Auditor's Report for Year Ended 31 March 2022.  
b. The Auditor's observations to be actioned by the Finance and Administration Committee. (NC)
- 026/2022/23      **Annual Governance and Accountability Return (AGAR) 2021/22**
- Members were circulated the Annual Governance and Accountability Return (AGAR) 2021/22 prior to the meeting.
- a. To discuss and agree the Annual Governance Statement detailed in the AGAR 2021/22.
- RESOLVED: That the Annual Governance Statement for 2022/23 be received and approved. (NC)
- b. To receive and agree the Accounting Statements contained within the AGAR 2021/22 along with the bank reconciliation for Year Ended 31 March 2022.
- RESOLVED: That the Accounting Statements and bank reconciliation for Year Ended 31 March 2022 be received and approved. (NC)

c. To consider and agree the AGAR 2021/22.

RESOLVED: That the AGAR 2021/22 be received and approved and submitted to PKF Littlejohns for review, attached as Appendix C. (NC)

d. To consider the dates for the period for the exercise of public rights and confirmation of the date the Notice is to be published on the Council's website.

RESOLVED: That the  
i. period for the Exercise of Public Rights to commence on Monday 20 June and end on Monday 1<sup>st</sup> August 2022.  
ii. Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return for Year Ended 31 March 2022 to be published on the Council's website on the 17 June 2022. (NC)

027/2022/23

**Braunton  
Housing Needs  
Assessment  
(HNA)**

Members considered the Braunton HNA, circulated by the Clerk prior to the meeting.  
RESOLVED: That the Council formally adopts the findings in the Braunton HNA which will be used as evidence to support the Housing policies in the Braunton Neighbourhood Plan. (NC)

028/2022/23

**North Devon  
Council (NDC)  
Consultation:  
Draft Affordable  
Housing  
Supplementary  
Planning  
Documents  
(SPD)**

Working in partnership with the Braunton Neighbourhood Plan Steering Group (BNPSG), Braunton Community Land Trust (BCLT) and Love Braunton. Members noted the Council's joint response to the NDC Draft Affordable Housing SPD, attached as Appendix D.  
RESOLVED: That the Council  
a. approves the comments detailed in the joint response, and the Clerk be instructed to submit these to NDC by the 13<sup>th</sup> May.  
b. thanks Sue Proser, Secretary of the BNPSG for the work that she has done in response to consultation. (NC)

029/2022/23

**Parish Hall  
Bookings**

RESOLVED: That the Council grants permission for a party to be held in the Parish Hall on Friday 27<sup>th</sup> May from 5pm to 11pm. (NC)

The meeting closed at 8.30pm.

Signed by the Chair: .....  
(Cllr E Spear)  
Date: .....